



The St Pancras & Somers Town Living Centre

Booking Enquiry Form

Please complete this form in BLOCK LETTERS. Once we have received your form, we will check availability and let you know if the space you have requested is available.

If you have any queries or would like to visit the centre to see the options available, please do call our reception team on 020 7380 0453.

Name

Name of Organisation (if applicable)

Address

.....

Telephone

E-mail

Names/address's/telephones of 2 people (who will be responsible on site during the booking hours)

1).....
.....
.....

2).....
.....
.....

1. Date/s of proposed booking.....
2. Time of booking - from.....to.....
3. Purpose of the booking.....
4. Room layout.....
5. Estimated number of people attending
6. Additional equipment required.....
7. Refreshment:
8. Total hire fees payable (if known)
9. Room requested (if known)
10. Any Specific Requirements.....

Your booking will be confirmed once we have received your deposit (if applicable). Please note that your booking is provisional until we have sent you confirmation of booking by email. All bookings must be paid for at least one month in advance. Please ensure that you read the terms and conditions governing hire of the centre.

Please return completed form to:

The St Pancras & Somers Town Living Centre, 2 Ossulston Street, London, NW1 1DF

Tel: 020 7380 0453

E-mail: bookings@thelivingcentre.org

The St Pancras and Somers Town Living Centre Outcomes	Please state whether your meeting/ session/group assists in the delivery of the outcomes and how
1. Increased awareness of the Living Centre and it's service provision within the local community	
2. An increase of local residents who are experiencing deprivation, exclusion or isolation using the Living Centre and its services	
3. Serving disadvantaged local groups. Please state which demographic is served	
4. Establishing relationships with other local organisations, including improved co-ordination between services	
5. People using the centre are helped and supported to access and engage with appropriate services	
6. Helping local people who are long-term unemployed into work	
7. Improved sense of well being and confidence in making decisions relating to personal health matters	
8. Improved confidence in accessing health and well being services.	

OFFICE USE ONLY:

		Date dealt with/Sent
Confirmation sent		
Invoices Sent		
Payment Catagory		
Registered charity No		
Outstanding Queries		

Room Hire Rates

Categories	Weekday (9 am to 5 pm) Rate per hour	Weekday evenings (after 5 pm) and Weekends Rate per hour
Somers Town Groups/Individuals		
Ground floor training/activity hall	£25	£40
First floor large training/activity	£25	£35
First floor meeting/activity room	£20	£35
Reception area for events/	£20	£30
First floor open space for events/ exhibitions	£30	£40
Community/Charity/Voluntary Groups		
Ground floor training/activity hall	£35	£45
First floor large training/activity	£35	£40
First floor meeting/activity room	£30	£40
Reception area for events/	£25	£35
First floor open space for events/ exhibitions	£35	£45
Private/Statutory Groups		
Ground floor training/activity hall	£55	£60
First floor large training/activity	£55	£60
First floor meeting/activity room	£50	£55
Reception area for events/	£55	£60
First floor open space for events/ exhibitions	£55	£60
Refreshments (tea/Coffee)	£3.00 per person	